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## TO : Affiliating Diplomates

### NOMINATION OF A CONSTITUENCY ELECTED MEMBER OF AFFILIATING DIPLOMATES ON THE FACULTY BOARD

This year there is **ONE** vacancy, for the elected representative of affiliating Diplomates on the Faculty Board.

In accordance with the Regulations, **affiliating Diplomates** may propose one of their number for election as their representative on the Board for the period 2015/2018.

Nominations must be made on the Faculty of Occupational Medicine [nomination form](#) only and must include the signature of the proposer and seconder, together with that of the candidate as confirmation of her/his consent to serve if elected. Please note that the candidate, proposer and seconder must all be in good standing (as defined in Regulations\*) with the Faculty and fully engaged with the revalidation process. In the event of a ballot, candidates will be required to provide an electronic photograph of themselves.

Completed, signed nomination forms must be submitted to the Returning Officer, to arrive no later than **10 00 am on Wednesday 8 April 2015**. *Nominations may be sent by fax or email, and **must** include all relevant signatures.*

#### Remit for elected affiliating Diplomat on the Faculty Board

An important purpose is to bring to the Board the perspective of affiliates and to advise how affiliates can be better supported to provide high quality occupational medicine services as well as to give their viewpoint on the business of the Board, and to discuss and agree the strategic direction of the Faculty. The role is critical to the effective governance of the Faculty. As a Board member the affiliating Diplomat is expected to take part in all its deliberations, including, between meetings, some occasional comment on draft Board papers, submissions to Government and other working documents. Duties include:

- fulfilling the role of trustee as required by the Charity Commissioners and the Office of the Scottish Charity Regulator and the role of company director, following the incorporation of the charity; further briefings will follow. Information about trustee responsibilities and company director responsibilities is available at the following links:
- [http://www.charitycommission.gov.uk/Charity\\_requirements\\_guidance/Charity\\_essentials/The\\_essential\\_trustee.aspx](http://www.charitycommission.gov.uk/Charity_requirements_guidance/Charity_essentials/The_essential_trustee.aspx)  
<http://www.oscr.org.uk/managing-your-charity/trustee-duties/>  
<http://www.businesslink.gov.uk/bdotg/action/layer?topicId=1073870537>
- contributing to the efficient and effective operation of the Board through attendance at quarterly Board meetings (one whole day in each of January, April, July and October plus a Board strategy day) and the Annual General Meeting in May
- ensuring that when matters of policy are addressed by the Board, issues impacting on affiliates are highlighted and a considered view offered;
- assisting the Board in communicating its policies and messages to the membership, particularly to affiliates;
- encouraging the participation of the membership, and particularly of affiliates, in the activities of the Faculty.

Julia Smedley  
Registrar  
4 March 2015

\* The phrase 'in good standing' means that the member so designated has duly paid all fees and subscriptions due from them to the Faculty, has signed a declaration of faith as required by Regulations if he or she has been requested to do so, complies with the minimum requirements of the Faculty's or other appropriate Continuing Professional Development (CPD) scheme and, unless the Registrant is fully retired from medical practice, is a registered medical practitioner. This does not necessarily mean that the Registrant must hold a 'licence to practise', if registered in the UK.